

PERSONNEL CLASSIFICATION DIVISION

July 20, 1944

DIVISION MEMORANDUM NO. 86

SUBJECT: Some unusual circumstances under which "temporary identical additional" positions may be created.

I. To cover period of accrued leave of separated employee or period of training or orienting his successor --

An employee is about to leave the service because of resignation, transfer, or induction into the military service. The position he occupies is one that would be materially changed in its duties or responsibilities if a duplicate to it should be created and both positions kept filled at the same time; hence it would not ordinarily lend itself to the identical additional procedure. However, the agency desires to create a temporary identical additional duplicate for the duration of the leaving employee's accrued leave or for a reasonable period, definitely stated, during which his successor will be trained or oriented.

This will not be questioned by the Commission where the date of separation from the rolls has been definitely determined and the official action leading to the separation has been completed. After the leaving employee is removed from the payroll, the temporary identical additional position shall be abolished and its occupant viced into the regular position.

The action suggested will be disapproved where the leaving employee's separation is uncertain or indefinite or depends upon a contingency that might or might not happen.

II. To cover extended period of sick leave or leave without pay--

An employee occupying a position of a type not ordinarily subject to identical additional procedure is on extended sick leave or leave without pay. The agency desires to create a temporary identical additional position for the duration of such leave in order to keep up its work.

This will not be questioned by the Commission. Ordinarily, the period of leave should be substantial e.g., not less than six months,

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but we cannot insist on this if the duties and responsibilities to be performed in the Temporary identical additional position are identical to those left unperformed by the employee on leave.

When the employee on leave returns to active duty the temporary identical additional position shall be abolished and its incumbent assigned to some other position.

III. To cover period of formal detail of an employee whose promotion under Departmental Circular No. 257 is delayed.

An employee, A, is detailed for a definite period to the work of a higher-grade position by formal written order under the provisions of § U.S.C. 38. The department would promote him to the position except that he does not meet the time requirements of Departmental Circular No. 257. However, as soon as he meets these requirements the detail will be formally terminated and the official action of promotion will be taken.

His detail to another position leaves his own work unperformed. The agency wishes to create a temporary identical additional position, and promote B to it in order to keep A's former work going. A's former position and its duplicate would logically be subject to change of allocation if the duties and responsibilities of both positions were being performed by two individuals at the same time.

Since under the circumstances stated, both positions will not be functioning at the same time, the Commission will not object to this procedure.

When A is promoted, the temporary identical additional position shall be abolished, and B viced into A's former position.

In each of the foregoing cases, it is assumed that the position to be temporarily duplicated is neither established by statute as a single position nor of a type limited in number by specific law.


Chief of Division

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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TO	INITIALS	DATE
1	[REDACTED]	25 Mar
2	[REDACTED]	
3	[REDACTED] 04 No.	
4		
5		
FROM	INITIALS	DATE
1	Research & Planning Staff Personnel Office	23 MAR 1953
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3		

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| <input checked="" type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS:

This is prompted
by a question presented
by [REDACTED]

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1. What does Leave Section of Fed Pers Council advise or support on such matters
2. I've always felt (I'll admit I can't put my finger on legal basis) that if resignation was submitted - such leave could not be taken.
3. I feel that we should not only allow the officer to fill job during LWO but during periods of leave and if necessary for training purposes 30 days break for personal comments?

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